

**Information Technology Policy
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology**

ITP Number:	ITP-INF011	
ITP Title:	Reporting Policy	
Issued by:	Deputy Secretary for Information Technology	
Date Issued:	March 23, 2009	Date Revised: November 18, 2010
Domain:	Information	
Discipline:	Business Intelligence	
Technology Area:	Reporting	
Revision History Date:	Description:	
11/18/2010	ITP Refresh	

Abstract:

The purpose of this Information Technology Policy (ITP) is to establish enterprise-wide standards and policies for Business Intelligence Reporting. Establishing standards will provide guidance to agencies as they plan for new application development projects or make investments in existing applications.

Reports deliver information that meets fundamental business requirements and is a common element of nearly all application implementations. Reporting tools provide Web-base viewing of reports, scheduling and automated distribution of reports, and security of both reports and the data within the reports. This ensures that consumers are able to view reports for what they are entitled.

STD-INF011A: *Reporting Product Standards* provides guidance to agencies on the current standards and the status of other reporting solutions that are being used or being considered for use.

GEN-INF011B: *Reporting Product Availability* provides information on the availability and licensing of current reporting product standards.

General:

This ITP applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this policy.

Policy:

Agencies requiring reporting solutions are to use one of the current standards as defined in STD-INF011A.

In the implementation of a reporting solution, application performance and operational database server utilization are to be analyzed for current and anticipated future levels to determine if the reporting solution requires a dedicated data store.

Agencies are to avoid creating information silos. Organizations are to incorporate reporting data stores for enterprise-class applications into a broader Business Intelligence framework. (See STD-INF010: *Business Intelligence Policy*.)

Reporting solution implementations are to analyze security requirements to ensure report consumers can only view reports and data for what they are entitled. Reporting solution implementations are to leverage current identify and access management standards in conjunction with the security facilities intrinsic in the reporting solution. (See STD-SEC014: *Identity Protection and Access Management (IPAM) Architectural Standard – Identity Management Technology Standards*.)

Refresh Schedule:

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

Exemption from This Policy:

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppa.oe.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

Questions:

Questions regarding this policy are to be directed to RA-ITCentral@pa.gov.

Policy Supplements:

STD-INF011A: Reporting Product Standards

GEN-INF011B: Reporting Product Availability

References:

STD-INF010: Business Intelligence Policy

STD-SEC014: Identity Protection and Access Management (IPAM) Architectural Standard – Identity Management Technology Standards